

13 May 1982

Programming

HQ AFTAC VELA SEISMOLOGICAL CENTER ORDERS

This regulation establishes the Air Force Technical Applications Center (AFTAC) VELA Seismological Center Order (VSC Order) system and procedures for order preparation and use.

1. General. A VSC Order is issued to provide program management direction and authority for the conduct of VELA Seismological Center programs. Mission tasking requirements for the conduct of VSC programs will be validated by requirement memoranda or Program Implementation Directives (PIDs). Resource allocations for the current year for RDT&E and O&M shall be IAW the appropriate execution plan for the fiscal year. Out-year projections will be IAW the approved program Submission or Operations Operating Budget (OOB). Funds and tasking requirements for DARPA sponsored projects shall be authorized by DARPA Order. VSC Orders are issued for tasks/projects under Air Force funding categories as well as for work to be performed in-house by VSC personnel.

2. Authority. The Chief, Geophysics Division (TG) will develop, publish, and issue VSC Orders. Directorates requiring VSC work will address their requirement by letter to TG. The Chief, Geophysics Division will review for approval all requests for VSC Orders prior to issuance. The originating office will be the OPR for technical matters contained in approved VSC Orders.

3. Procedures. Establishing a VSC Order is an interactive process. The originating office identifies the requirement for a VSC Order to TG by letter. TG reviews and transmits the request to VSC. VSC identifies the resources, schedule, and objectives and coordinates technical details with the requesting office. VSC replies to the order request with a proposed plan. The requesting office reviews the plan and coordinates technical details with VSC and obtains other HQ staff coordination as required. After concurrence by the requesting office, the VSC plan is transmitted to TG for final review and approval. The steps and information to implement this procedure are described below.

a. The Originating Office:

(1) Initiates a request for a VSC Order to TG using the letter format shown in the attachment. If the proposed VSC Order will direct the design, procurement, fabrication, logistics support, disposition or movement of supplies or equipment, the originating office will coordinate their initial letter request with HQ/LG. If the proposed VSC Order involves the acquisition of computer equipment, or the development/modification of software, the originating office will coordinate their initial letter request with HQ/AD.

(2) After receipt of the draft plan from VSC thru TG, the originating office:

(a) Reviews technical details with VSC to obtain a fully coordinated approach necessary to accomplish objectives.

(b) Upon receipt of the proposed VSC plan from TG, if either condition described in paragraph 3a(1) above exists, the originating office will obtain final coordination from the appropriate HQ staff office.

(c) After final technical review and receipt of final staff coordination, the originating office will transmit the draft VSC plan to TG for formal VSC order approval and preparation.

b. VELA Seismological Center:

(1) Upon receipt of the initial VSC Order request from TG, VSC will:

(a) Identify resource requirements.

(b) Propose a plan of actions to meet the objective including a schedule. This plan may represent an alternative course of action.

(c) Provide their interpretation of the objective and final product or capability to be achieved to assure clear understanding of tasking.

Supersedes CENR 27-3, 14 June 1980. (See signature page for summary of changes.)

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OPR: TG (Mr. B. G. Brooks)

Approved by: Dr. Frank F. Pilotte

Editor: SSgt G. J. Lutz

Distribution: F

- (d) Coordinate with requesting office on technical issues.
- (e) Provide response within 10 working days.
- (2) Upon receipt of an approved VSC Order, VSC will:
  - (a) Implement assigned tasks.
  - (b) Provide TG with status of projects during quarterly reviews.
  - (c) Advise TG upon completion of the project.
  - (d) Request TG to verify validity of VSC Orders annually.

c. Geophysics Division:

- (1) TG transmit requests for VSC Orders to VSC for review and response and monitors suspense cycle.
- (2) TG transmits VSC reply to requesting office for technical review, concurrence, and any required HQ coordination.
- (3) TG combines the originating office's request and VSC's reply into a VSC Order. Upon approval, TG will assign the identifying numbers and maintain a listing of current VSC Orders. Orders will be numbered consecutively within each calendar year. Each number will be prefixed with a two-digit number indicating the calendar year of issue.
- (4) TG verifies resource allocation and priorities.
- (5) TG provides VSC procurement support for VSC Order projects.
- (6) TG will distribute approved VSC Orders. VSC Orders will be addressed to the Commander, VSC. Copies of each VSC Order will be provided to all involved HQ offices.
- (7) TG will be the office of record for all VSC Orders.

d. HQ/AD: If the VSC Order involves the acquisition of computer equipment or the development/modification of software, HQ/AD will coordinate with the VSC Commander and VSC project officer to insure all necessary ADP funds and approvals are obtained in a timely manner for approved VSC Orders.

e. General:

- (1) Amendments will be used to update or modify an existing VSC Order to implement significant changes. Minor technical changes can be coordinated via message or letter between the HQ OPR and VSC, with a copy to TG and involved HQ staff offices, i.e., LG, AD.
- (2) VSC Orders will be revalidated annually and reaccomplished when directed by a major program change. Revalidation will be documented in a letter from the originating office to TG certifying that the VSC Order has been reviewed and that the requirements are still current.
- (3) Documentation Disposition Instructions. VSC Orders will be disposed of in accordance with AFM 12-50, Table 271, Rules 12 and 12.1.

OFFICIAL

ROBERT A. MEISENHEIMER, Colonel, USAF  
Commander

PAUL D. BARTON, SMSgt, USAF  
Director of Administration

1 Attachment  
Sample Letter Format

SUMMARY OF CHANGES

Replaces TD office symbols with TG office symbols since TG is now responsible for VSC Orders.



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS, AIR FORCE TECHNICAL APPLICATION CENTER  
PATTON AIR FORCE BASE, FORT RUSSELL, MONTGOMERY, ALABAMA 36114

REPLY TO  
ATTN OF Requesting Office

(Date)

SUBJECT Request for VSC Order

TO TG

1. Briefly describe the AEDS Mission requirement and the capability deficiency which exists for which the VSC Order is being initiated to correct.
2. Briefly describe the desired objective (i.e., final capability or hardware/software/data product desired).
3. Summarize briefly what should be done to achieve the objective. Briefly outline how and who does what for whom.
4. Identify the required completion date and suggest a schedule to accomplish tasks summarized in para 3 above.

# **NUCLEAR MONITORING: AIR**